

PURPOSE

To establish official Michigan Department of Health and Human Services (MDHHS) policy for employees to use for the recording of their standard daily work hours, time periods for breaks and lunches, and guidelines for tardiness.

DEFINITIONS

Bi-weekly Work Period: total of 80 hours in a predefined two-week pay period.

Standard Work Schedule: hours worked between 8:00 a.m. and 5:00 p.m.

Operational Needs: the staffing and production required to fulfill the overall mission and goals of the division/section.

Lost Time: time recorded without pay because of an unexcused absence or absence of an employee without adequate leave credits to cover the absence.

POLICY**Absences and Tardiness**

Except for 24-hour operations within MDHHS (hospitals and centers, juvenile facilities, central intake, and MCTI) work hours for the offices of the MDHHS, during which they will be open for business, is between 8:00 a.m. and 5:00 p.m.

The standard work schedule of an employee will be 8:00am to 5:00 p.m., Monday through Friday, with a one-hour unpaid lunch period.

Operational and business needs may require or allow individual employee work schedules to vary from the business hours of 8:00 a.m. to 5:00 p.m. Further, as approved or allowed by operational needs of local offices and work areas, flex schedules and/or compressed schedules may be authorized; see [Administrative Policy APR 261](#).

An employee must:

- Report to work at their start time and remain at work completing assigned duties, excluding break and lunch periods, until their scheduled end time.

- Provide advance notice and receive supervisory approval for any planned absence.
- Provide notice to the supervisor or designee, including call-in line, of any unplanned absence or delay in arrival (tardiness) at schedule start time or return from break or lunch.
- Have leave credits to cover any planned or unplanned absence.
- If an employee on an approved intermittent Family Medical Leave Act (FMLA) leave of absence will be absent or late because of their FMLA related illness, the employee must follow all call-in procedures for their work area and must indicate that their absence or delayed arrival is related to their FMLA approved health condition.

Providing notice of an unplanned absence or tardiness does not mean such time is approved leave. An employee may be required to provide certification of emergency or illness for leave to be approved. Further, an employee may be denied use of leave credits for habitual unsatisfactory time and attendance habits or behaviors.

Failure to provide notice or certification of need for leave may result in lost time.

Failing to provide notice and failure to report to work may result in lost time and disciplinary action, up to and including dismissal.

Excessive absenteeism can impede efficient services to the public and place undue hardship on fellow employees and is therefore regarded very seriously by the department. Consequences from questionable absences may result in an increase of attention and/or closer monitoring, potentially ultimately resulting in progressive corrective action and discipline. An employee who fails to provide a satisfactory reason, or who has supplied a satisfactory reason but fails to take necessary steps to alleviate the condition causing the absence, may be subject to counseling and/or discipline.

Breaks

Depending on operational needs an employee may be allowed two 15-minute breaks per day; one in the morning and one in the afternoon.

Breaks are not cumulative and cannot be used in a manner to extend lunch periods or breaks or change an employee's start or end time of their approved work schedule.

Operational needs or emergency work assignments may lead management to shorten, delay or cancel any break.

Meal Periods

Employees may request or be assigned any of the following duration for their unpaid meal periods:

- Thirty (30) minute.
- Forty-Five Minute.
- One hour.

On a rare occasion (no more than once per quarter year) a supervisor may provide prior approval to skip or take no meal period to allow an employee to be absent from the work place without use of leave credits provided it does not interfere with operational needs. For example, an employee works 8:00 a.m. to 5:00 p.m. with a one-hour lunch. The employee requests to skip their lunch and leave at 4:00 p.m. on a specific date for a personal appointment. The supervisor may approve this request if it would not interfere with operational needs.

Procedure

The operational needs of the office will be the primary concern of management when approving work schedules, break times and meal periods for employees. The department does not close or stop services to the community during the hours of 8:00 a.m. and 5:00 p.m. As such, management will do its best to approve an employee's preferred schedule, break time and meal period; however, it cannot guarantee the employee will be approved their preferred schedule.

CONTACT

Send any questions management has related to the application of this policy to the MDHHS Office of Human Resources.